

EVALUATION PANEL SUMMARY

Name	Date of Panel	Period Covering
Dingler, Ashlee	10/27/2016	7/1/16-9/30/16

SECTION I. SIGNIFICANT ACCOMPLISHMENTS/GOALS ACHIEVED BY TRAINEE/INTERM

Ashlee has been involved in leasing, specific program areas within the courthouse, and administrative functions for the field office. She has been most involved in custodial and lease administration. She has been acting as an Assistant Lease Administrator for a handful of leases. She is learning how to use our contracts and leases where clear guidance exists to improve conditions, contract adherence, and improve customer satisfaction. She is beginning to learn who to involve and show to approach when gray areas exist. She has been given select assignments and various opportunities in facilities operations and maintenance in order to help to begin building a general foundation and develop some technical skills. She has recently been introduced to the courthouse as an Assistance Property Manager.

As of this panel, Ashlee completed 4 agency topics, 4 shadowing sessions and 0 leadership competency classes. LLS

SECTION II. COMMENTS (Please check appropriate box)

By examination of the trainee/intern and review of the documentary evidence, we find that he/she

☒ is making satisfactory progress. (Please summarize comments)

Ashlee is current on all ELP Deliverables. She has shown the ability to complete the assignments that have been given to her to date. She has made the most impact in leasing. She has been taking the initiative to improve her communication skills. She shows interest in taking on more operations and maintenance related assignments.

☐ is not making satisfactory progress. In order to assist the trainee achieve an acceptable level of progress, we recommend:

☐ an extension of training period for _____ days.

☐ development of Performance Improvement Plan in accordance with GSA Performance Management Handbook, OAD P 9430.1. (Summarize comments under Areas of Concern)

☐ Other (Summarize comments under Areas of Concern)

SECTION III. PANEL RECOMMENDATIONS/AREAS OF CONCERNS (if any):

It was noted that her second ELP paper and presentation was not submitted in as timely manner as previous and per ELP expectations. The panel was optimistic all future panels would be completed in a timely manner.

PANEL MEMBERS SIGNATURE	TITLE	DATE
1. DESHEA RAWE <small>Digitally signed by DESHEA RAWE DN: cn=Dingler, o=U.S. Government, ou=General Services Administration, cn=DESHEA RAWE, c=US, email=deshea.rawe@gsa.gov Date: 2016.10.21 09:03:06 -04'00'</small>	Supervisory Property Manager	11/17/2016
2.	Mentor - Supervisory BMS	11/21/16
3.	(Acting) SSCOD Deputy Director	11/21/16
4.	(Acting) Service Center Director	11/21/16
5.	ELP R5 Coordinator	12/19/16
6.		